



CHILD CARE CENTER LICENSING COMMITTEE MEETING MINUTES

9 May 2019

Highland Plaza Building, Auditorium
3760 South Highland Drive
Salt Lake City, UT

Members Present: Jody Zabriskie, Dale Smith, Laura Brown, Bree Murphy, Jamie Bitton, Matt Wallace.

Members Excused: None

Members Absent: None

Department of Health and Child Care Licensing Staff Present: Simon Bolivar, Donna Thomas, Kim Rice, Jessica Strout, Sarah Atherton, Paula Mills, Rosemary Vander Meyden, Alisha Griffin, Jacqueline Macias.

AGENCY REPORTS

Child Care Licensing – Simon Bolivar

- New Background Check E-Card.
 - The new Background Check E-Card will be emailed to the provider and the individual who passes our background check.
- Effective October 1, 2019, the Background Check Unit will no longer accept hard copies of fingerprints.
- The live fingerprint scanner in the Provo office has been set up. As soon as the employees are trained they will start taking live fingerprints.
- After the By-Laws get approved, a laminated copy of The Actions of the Committee will be provided to the committee members.
- Providers will no longer have access to their portals through CAC. They will have access to their portal through the Department of Health website.
 - Providers will be notified as soon as this change is ready.

WELCOME

At 10:55 am, Jody welcomed everyone and started the meeting.

Committee vacancies

- There are still some vacant positions which will continue to be advertised.

APPROVAL OF MINUTES

The minutes from the March meeting were approved via email.

Assignment Follow-Up

Simon Bolivar

- Interpretation manual update – It is still in process. We are waiting on federal and state audit results.

NEW BUSINESS

Revision of updated Committee By-Laws

- Dale Smith made motion to approve the updated By-Laws.
- Jamie Bitton seconded motion.
- All committee members were in favor of motion.
- The motion passed.

Interpretation manual update

- It is still in process, waiting on federal and state audit results.

CCL Rule Violation Corrective Action Grid

Simon explained that it has been simplified and that no changes were made. Questions were answered and discussed.

Update on the rule making process for the proposed rules

- Simon went over the rule making process. Questions were answered and discussed.
 - The explanation on step three will be corrected.

Committee member comments and recommendations - None

PUBLIC COMMENT

Ed Derringer expressed his concern about filling out the position for a licensed pediatrician. Simon explained the process and stated that we are working on it.

Jody adjourned the meeting at 12:26 pm

ASSIGNMENTS

Simon

- Will fix the explanation on step three of the rule making process for the proposed rule.

Jacqueline

- Committee members will be updated via email as needed regarding any changes on committee members appointment position and term status.

UPCOMING 2018 MEETINGS

July 11, September 12, November 14

Highland Plaza Auditorium, 3760 S. Highland Dr., Salt Lake City, UT

Anyone with a disability requiring accommodations to attend or fully participate in this program should contact Jacqueline Macias at (801)273-2904 or via email at jmacias@utah.gov to request reasonable accommodations.

Note: These minutes are not intended to be a verbatim transcript of all items discussed, but are to record the significant features of the business conducted in this meeting.